

Reighton and Speeton Parish Council Model Publication Scheme Introduction and Notes on use

In accordance with the Freedom of Information Act local councils are required to give members of the public access to various documents relating to the day to day running of the council.

The information contained in the publication Scheme for Reighton and Speeton Parish Council can be accessed:- At the Parish Office or via email Reighton_and_speetonpc@ymail.com or via the website www.reightonandspeeton.org.uk

This document lists the information that is readily available under the Publication Scheme and how it may be accessed.

**Information available from Reighton and Speeton Parish Council
under the Model Publication scheme**

Information to be published	How the information can be obtained	Cost *10p /A4 sheet (black&white)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Clerk email Website	
Who's who on the Council and its Committees	Website Hard Copy contact the Clerk	Free *10p per A4 sheet
Contact details for Parish Clerk Miss Helen Carter 20 West Garth Gardens Cayton Scarborough YO11 3SF Tel 01723 582492 Email reighton_and_speetonpc@ymail.com		
Location of main Council office and accessibility details Reighton and Speeton Parish Council 20 West Garth Gardens Cayton Scarborough YO11 3TF Tel 01723 582492 Email reighton_and_speetonpc@ymail.com		
Staffing structure	Not applicable	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum.	Clerk - email	*10p per A4 sheet
Annual return form and report by auditor	See website or contact the clerk	*10p per A4 sheet
Finalised budget	Hard copy – contact the Clerk	*10p per A4 sheet
Precept	Hard copy – contact the Clerk	*10p per A4 sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	See website or clerk	*10p per A4 sheet
Grants given and received	Hard copy – contact the Clerk	*10p per A4 sheet
List of current contracts awarded and value of contract	N/A	*10p per A4 sheet
Members’ allowances and expenses Chairman’s allowance none paid Only mileage expenses are paid when travelling on council business outside the parish.	Hard copy – contact the Clerk	*10p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Audit details are on the website in line with the Transparency Code	Clerk email & Transparency Code details on the website.	
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Not applicable	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Clerk email	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	See website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact the Clerk Website	*10p per A4 sheet Free
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact the Clerk	*10p per A4 sheet
Responses to consultation papers	Hard copy – contact the Clerk	*10p per A4 sheet
Responses to planning applications	Hard copy – contact the Clerk See Scarborough Borough Council website re applications for responses made.	*10p per A4 sheet
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Clerk email	*10p per A4 sheet
Policies and procedures for the conduct of council business: Procedural standing orders Financial Regulations Code of Conduct Recording of Meetings	All available on website. Hard copy – contact the Clerk	 *10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information	All available on website.	

Complaints procedure (including those covering requests for information and operating the publication scheme)		
Information security policy	Not available.	
Records management policies (records retention, destruction and archive)	Not available.	
General Data Protection Regulation policies	Hard copy contact the Clerk	*10p per A4 sheet
Schedule of charges (for the publication of information)	Hard copy contact the Clerk & see below.	*10p per A4 sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)	Clerk email	*10p per A4 sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(for inspection only)	
Assets Register	See website	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not available.	
Register of members' interests	See website	
Register of gifts and hospitality	Not applicable	
Class 7 – The services we offer (Information about the services we offer. Current information only (hard copy or website; some information may only be available by inspection)	Clerk email Website	
Allotments	Not applicable	

Burial grounds and closed churchyards	Not applicable	*10p per A4 sheet
Community centres and village halls	Not applicable	*10p per A4 sheet
Parks, playing fields and recreational facilities	Not applicable	*10p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact the Clerk	*10p per A4 sheet
Bus shelters	Hard copy – contact the Clerk	*10p per A4 sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	For inspection only contact the clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees	Not applicable	*10p per A4 sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Clerk email Website	

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
	Website	Free of charge although the user would have to meet any charges by the Internet Service Provider and personal printing costs.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority